

CHRIS User Guide: Completing an Annual Appraisal

CHRIS Responsibility Required: Manager Self-Service

Module Overview

Purpose

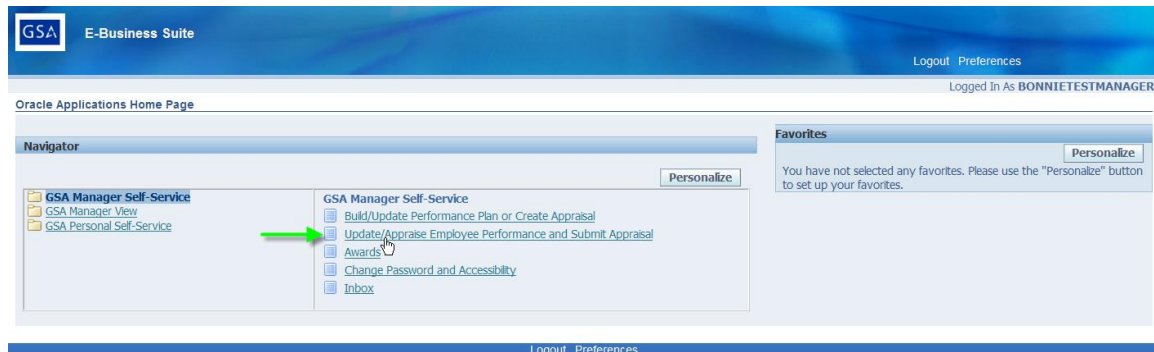
As part of the automation of the APPAS policy, supervisors can manage performance evaluations and appraisals through CHRIS Self-service. This automation includes issuing performance plans, and conducting mid-year/interim/annual appraisals. Once the annual appraisal has been created in Build Performance Plan, the manager/main appraiser will need to complete the annual in the Appraisals section of APPAS. This guide offers instructions for completing the annual appraisal.

Chapter Contents

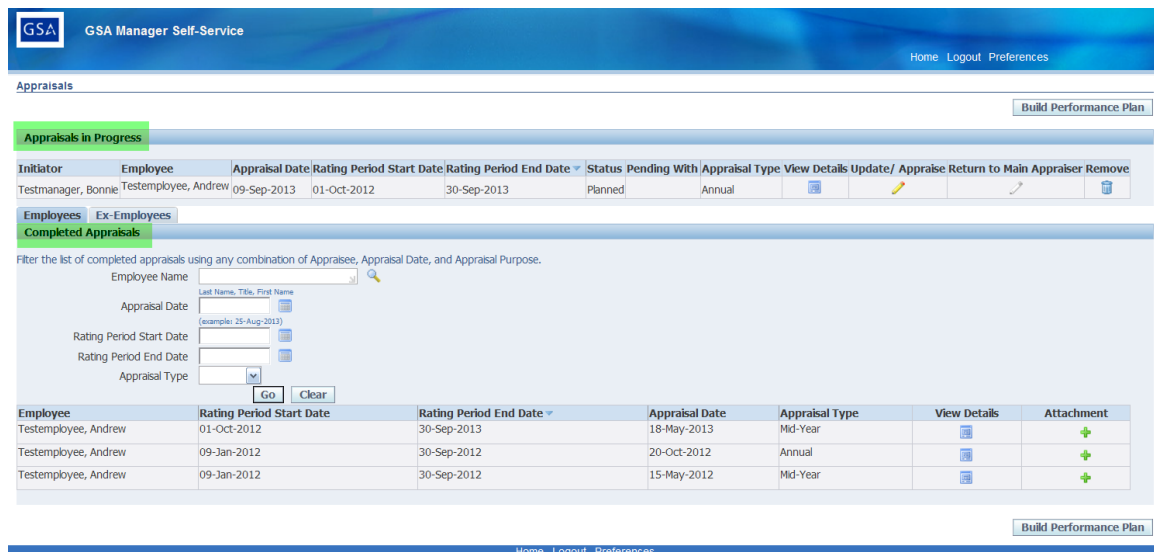
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Locating the Appraisal


After logging in to CHRIS, click on the **GSA Manager Self-Service** responsibility, then select the **Update/Appraise Employee Performance and Submit Appraisal** menu option.

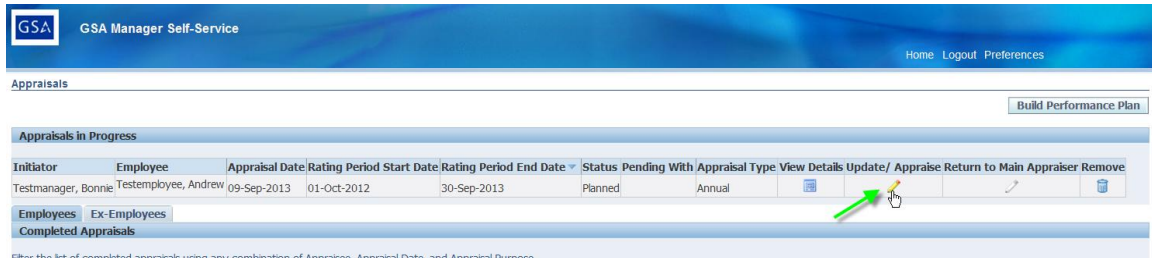


This will take you to the **Appraisals** screen, which is separated into two sections: **Appraisals in Progress** and **Completed Appraisals**. **Appraisals in Progress** gives you a list of Appraisals that you created in **Build Performance Plan**. These are the appraisals we will be working with, in this user guide.



Completing the Appraisal

To begin the process of completing the appraisal, select the **Update/Appraise** icon , in the row of the respective employee.







GSA Manager Self-Service

Home Logout Preferences

Appraisals

Build Performance Plan


Appraisals in Progress

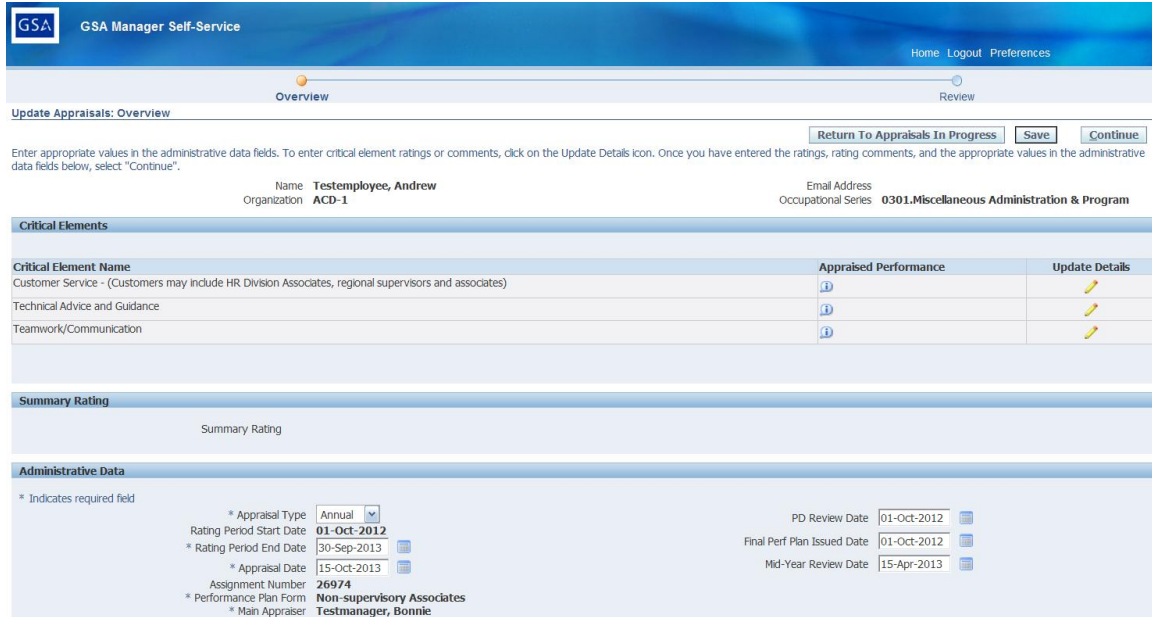
Initiator	Employee	Appraisal Date	Rating Period Start Date	Rating Period End Date	Status	Pending With	Appraisal Type	View Details	Update/ Appraise	Return to Main Appraiser	Remove
Testmanager, Bonnie	Testemployee, Andrew	09-Sep-2013	01-Oct-2012	30-Sep-2013	Planned		Annual				

Employees Ex-Employees

Completed Appraisals

Filter the list of completed appraisals using any combination of Appraiser, Appraisal Date, and Appraisal Duration.

The **Update Appraisals: Overview** screen allows the user to modify the **Appraisal Type**, **Rating Period End Date**, **Appraisal Date**, **PD Review Date**, **Final Performance Plan Issued Date**, and **Mid-Year Review Date**. Once these dates are confirmed as accurate, select the **Save** button. Next, begin the rating process by selecting the **Update Details** icon , in the row of the 1st critical element.



GSA Manager Self-Service

Home Logout Preferences

Update Appraisals: Overview

Overview Review







Return To Appraisals In Progress Save Continue

Enter appropriate values in the administrative data fields. To enter critical element ratings or comments, click on the Update Details icon. Once you have entered the ratings, rating comments, and the appropriate values in the administrative data fields below, select "Continue".

Name Testemployee, Andrew
Organization ACD-1

Email Address
Occupational Series 0301.Miscellaneous Administration & Program

Critical Elements

Critical Element Name	Appraised Performance	Update Details
Customer Service - (Customers may include HR Division Associates, regional supervisors and associates)		
Technical Advice and Guidance		
Teamwork/Communication		

Summary Rating

Summary Rating

Administrative Data

* Indicates required field

* Appraisal Type Annual

Rating Period Start Date 01-Oct-2012

* Rating Period End Date 30-Sep-2013

* Appraisal Date 15-Oct-2013

Assignment Number 26974

* Performance Plan Form Non-supervisory Associates

* Main Appraiser Testmanager, Bonnie

PD Review Date 01-Oct-2012

Final Perf Plan Issued Date 01-Oct-2012

Mid-Year Review Date 15-Apr-2013

Select a rating level and include your comments for the employee's performance, in regard to the critical element shown. You may type these comments directly into the field, or copy and paste them from a Word document. Once this is complete, select the **Save and Update Next** button, to rate the next critical element.

Important: The **Appraiser Comments** field will accept the first 2,000 characters. All characters beyond 2,000 will not appear in the Appraisal form.

GSA Manager Self-Service

Home Logout Preferences

Overview Review

Update Critical Elements

Enter the level rating and comments for this critical element, then continue to the next critical element by selecting "Save and Update Next". Once you arrive to the last critical element, the "Save and Update Next" button will no longer appear. Select the "Save" button to continue.

Back Save and Update Next Save

Critical Element Customer Service - (Customers may include HR Division Associates, regional supervisors and associates)
Start Date 01-Oct-2012
Percentage 34

Rate On This Critical Element

Appraised Performance
Appraiser Comments

1-Level 1
2-Level 2
3-Level 3
4-Level 4
5-Level 5

Specific Details Measure
Show

Continue the process of selecting a rating, typing in comments, and clicking the **Save and Update Next** button until you reach the last critical element. Once you reach the last critical element, select the **Save** button, after including your rating and comments.

GSA Manager Self-Service

Home Logout Preferences

Overview Review

Update Critical Elements

Enter the level rating and comments for this critical element, then continue to the next critical element by selecting "Save and Update Next". Once you arrive to the last critical element, the "Save and Update Next" button will no longer appear. Select the "Save" button to continue.

Back Save

Critical Element Teamwork/Communication
Start Date 01-Oct-2012
Percentage 33

Rate On This Critical Element

Appraised Performance
Appraiser Comments

1-Level 1
2-Level 2
3-Level 3
4-Level 4
5-Level 5

Specific Details Measure
Show

Now that a rating has been issued for all of the critical elements, you have the opportunity to review the ratings that you have issued, as well as make any last changes to the appraisal dates. Once confirmed as accurate, select the **Continue** button.

GSA Manager Self-Service

Home Logout Preferences

Update Appraisals: Overview

Return To Appraisals In Progress Save **Continue**

Enter appropriate values in the administrative data fields. To enter critical element ratings or comments, click on the Update Details icon. Once you have entered the ratings, rating comments, and the appropriate values in the administrative data fields below, select "Continue".

Name: **Testemployee, Andrew** Email Address: **0301.Miscellaneous Administration & Program**
 Organization: **ACD-1** Occupational Series: **0301.Miscellaneous Administration & Program**

Critical Element Name	Appraised Performance	Update Details
Customer Service - (Customers may include HR Division Associates, regional supervisors and associates)	3-Level 3	
Technical Advice and Guidance	3-Level 3	
Teamwork/Communication	3-Level 3	

Summary Rating
Summary Rating: 3-Level 3

Administrative Data

* Indicates required field

* Appraisal Type: Annual
 Rating Period Start Date: 01-Oct-2012
 * Rating Period End Date: 30-Sep-2013
 * Appraisal Date: 15-Oct-2013
 Assignment Number: 26974
 * Performance Plan Form: Non-supervisory Associates
 * Main Appraiser: Testmanager, Bonnie

PD Review Date: 01-Oct-2012
 Final Perf Plan Issued Date: 01-Oct-2012
 Mid-Year Review Date: 15-Apr-2013

The **Update Appraisals: Review** screen allows you to review the appraisal data, in a non-editable format. If you must make any revisions, select the **Back** button. Otherwise, select the **Continue** button.

GSA Manager Self-Service

Home Logout Preferences

Update Appraisals: Review

Cancel Preview **Continue** Back

Please review the dates and ratings that you have entered, seen below. If changes must be made, select the "Back" button. If no changes are required, move forward by selecting the "Continue" button.

Name: **Testemployee, Andrew** Email Address: **0301.Miscellaneous Administration & Program**
 Organization: **ACD-1** Occupational Series: **0301.Miscellaneous Administration & Program**

Administrative Data

Initiator: Testmanager, Bonnie
 Appraisal Type: Annual
 Rating Period Start Date: 01-Oct-2012
 Rating Period End Date: 30-Sep-2013
 Performance Plan Form: Non-supervisory Associates


Main Appraiser: Testmanager, Bonnie
 Appraisal Date: 15-Oct-2013
 Final Perf Plan Issued Date: 01-Oct-2012
 Mid-Year Review Date: 15-Apr-2013

Critical Elements

Show All Details | Hide All Details

Critical Element Name	Appraised Performance
Customer Service - (Customers may include HR Division Associates, regional supervisors and associates)	3-Level 3
Technical Advice and Guidance	3-Level 3
Teamwork/Communication	3-Level 3

If you must change the main appraiser for the appraisal (not common at this stage in the process), select the **Change Main Appraiser** button. Otherwise, select the **Summary Ratings and Comments** button.

GSA Manager Self-Service

Home Logout Preferences

Confirmation

Your changes have been saved.

Main Appraiser Review

Return To Appraisals In Progress

Edit Appraisal Data

Summary Ratings and Comments

Select the "Summary Ratings and Comments" button to move forward. This page allows you another opportunity to review, and change the main appraiser, if applicable.

NameTestemployee, Andrew

Email Address

OrganizationACD-1

Occupational Series0301.Miscellaneous Administration & Program

Administrative Data

InitiatorTestmanager, Bonnie

Appraisal TypeAnnual

Rating Period Start Date01-Oct-2012

Rating Period End Date30-Sep-2013

Performance Plan FormNon-supervisory Associates

Main AppraiserTestmanager, Bonnie

Appraisal Date15-Oct-2013

PD Review Date01-Oct-2012

Final Perf Plan Issued Date01-Oct-2012

Mid-Year Review Date15-Apr-2013

Change Main Appraiser

Critical Elements

Show All Details | Hide All Details

Details	Critical Element Name	Appraised Performance
Show	Customer Service - (Customers may include HR Division Associates, regional supervisors and associates)	3-Level 3
Show	Technical Advice and Guidance	3-Level 3
Show	Teamwork/Communication	3-Level 3

The **Summary Ratings and Comments** screen allows you to include your **Summary Rating Overall Comments** and **Development and Training Comments**. You may type these comments directly into the field, or copy and paste them from a Word document. Once completed, select the **Save and Continue** button.

Important: The **Summary Rating Overall Comments** and **Development and Training Comments** fields will each accept up to 2,000 characters. All characters beyond 2,000 will not appear in the Appraisal form. Use of the attachment functionality will allow you to document comments that go beyond the 2,000 character limitation in the field. Attachments made on the **Summary Ratings and Comments** screen will be stored with the completed appraisal in CHRIS.

Summary Ratings and Comments

Note that the calculated summary rating for the appraisal is below. Include your overall comments, and your development and training comments. Once this is complete, select the "Save and Continue" button to move forward.

Back Edit Appraisal Save Save and Continue

Name: Test Employee
Occupational Series: 3443 Management And Program Analysis

Critical Elements

Show All Details Hide All Details

Details Critical Element Name:

Customer Service - (Customers may include HR Division Associates, regional supervisors and associates)

Technical Advice and Guidance

Teamwork/Communication

Summary Rating and Comments

Summary Rating: 3-Level 3

Overall Comments:

Attachments: Summary Rating and Comments

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Development and Training

Comments:

Attachments: Development and Training

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Back Edit Appraisal Save Save and Continue

Submitting the Appraisal

You are now viewing the **Final Review** screen. If you have not met with the employee, do not submit the appraisal. Rather, generate a PDF of the appraisal by selecting the **Printable Form** button, which you can share with the employee. Once the meeting has taken place and you are ready to submit, return back to this screen. If your rating is a level 1 or level 5, the appraisal will require a 2nd level of approval. You may use the **Comments to Approvers** field, and the attachment functionality, to offer support for the rating to the 2nd level approver.

Note: Any comments provided in the **Comments to Approvers** field and/or any attached files you provide to the approver on this screen will not stay with the appraisal. They are exclusively for the approver and will not be stored with the completed appraisal in CHRIS. They are used only in the approval process as a means to include additional support to the 2nd level approver.

Once the appraisal is confirmed as accurate, select the **Submit** button.

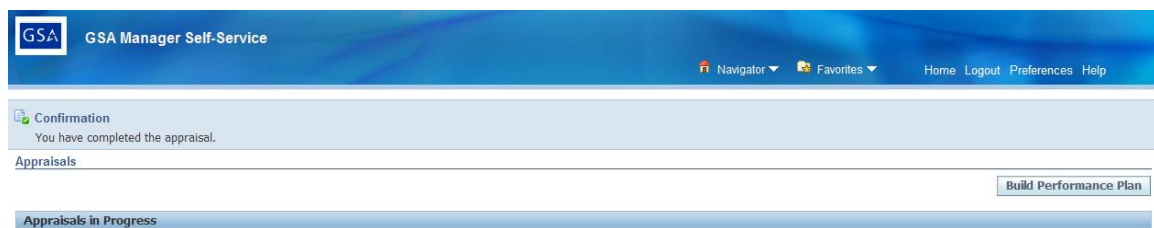
The screenshot shows the 'Final Review' screen in the GSA Manager Self-Service system. At the top, there are navigation links: Home, Logoff, and Preferences. Below the header, there are instructions and a 'Printable Form' button. The main content area is divided into several sections: 'Critical Elements' (with links for 'View All Details' and 'Add All Details'), 'Summary Rating and Comments' (showing a summary rating of 3-Level 3 and overall comments), 'Development and Training' (with a comment about project management training), 'Reviewing Officials' (with a table for adding or deleting reviewers), 'Comments to Approvers' (a text area for providing additional support), and 'Attachments' (a section for adding supporting documents). A green arrow points to the 'Submit' button in the top right corner.

The **Warning** screen appears, notifying you that a level 1 or 5 will be submitted to a 2nd level approver, and a level 2, 3, or 4 will generate an email to the employee. If you are ready to submit the appraisal, select **Yes**.

The screenshot shows the 'Warning' screen in the GSA Manager Self-Service system. The page has a blue header with the GSA logo and navigation links: Navigator, Favorites, Home, Logoff, and Preferences. The main content area contains a warning message: 'If this rating is a Level 1 or 5, submitting this appraisal will send it to the reviewing official. If it is a Level 2, 3, or 4, submitting this appraisal will complete the appraisal and will generate an email to the employee.' Below the message is a question: 'You cannot update a completed appraisal. Do you want to continue?.' and two buttons: 'No' and 'Yes'.

The confirmation message appears, confirming that the appraisal has been completed, or submitted for approval. If the appraisal was submitted for approval, once approval is received, the appraisal will be returned to you for final submission. You will receive a notification via email letting you know the action that the approver took. If approved, the appraisal can be accessed in your Manager Self-Service Inbox. See the next section of this guide for more information on the approval workflow.

To continue completing appraisals, look for the next appraisal under **Appraisals in Progress**. If the appraisal has not been created, select the **Build Performance Plan** button to view performance plans and create additional appraisals.



Understanding the Approval Workflow

If the appraisal requires a 2nd level of approval (rating level 1 or 5), on the last screen before submitting the appraisal, you'll see the 2nd level approver's name under the section **Reviewing Officials**. On line 1, the upper row, you'll see the name of the 2nd level approver. This is the main appraiser's supervisor of record in CHRIS. If the 2nd level approver is incorrect, please reach out to your servicing HR office to have this corrected in CHRIS. If the 2nd level approver is the main appraiser's supervisor of record but due to some circumstance the 2nd level approver is unable to approve, the 2nd level approver can be changed by selecting the **Delete** icon, then by clicking on **Add Reviewing Official**. On line 2, the lower row, you'll see the name of the main appraiser (i.e., your name, if you are the main appraiser). This is because the approval workflow is setup so that after the 2nd level approver approves, the main appraiser receives an email notification of approval, then meets with the employee, then lastly submits the appraisal in CHRIS which generates the email notification to the employee. After confirming that the Reviewing Officials are accurate, select the **Submit** button.

GSA

GSA Manager Self-Service

Home Logout Preferences

Summary Ratings and Comments >

Final Review

Return To Appraisals In Progress

Back

Edit Appraisal

Submit

Printable Form

If you have not met with your employee, do not submit the appraisal. Generate a PDF file of the appraisal to share with the employee by selecting the "Printable Form" button. Once you have printed out the form, click on the "Return to Appraisals In Progress" button to begin evaluating any additional employees.

If the summary rating for this appraisal is a 1 or 5, second level approval is required. If this applies to your appraisal, verify that the reviewing official below is your supervisor of record. If it is not, make the necessary change.

If you have met with your employee and are ready to submit the appraisal, select the "Submit" button.

Name

Testemployee, Andrew

Email Address

Organization

ACD-1

Occupational Series

0301.Miscellaneous Administration & Program

Critical Elements

Show All Details | Hide All Details

Details Critical Element Name

(+) Show Customer Service - (Customers may include HR Division Associates, regional supervisors and associates)

(+) Show Technical Advice and Guidance

(+) Show Teamwork/Communication

Summary Rating and Comments

Summary Rating

5-Level 5

Overall Comments

Andrew continues to be a strong contributor to the division. Great job, Andrew.

Development and Training

Comments

Andrew has expressed interest in project management training. Together, we will evaluate several available project management programs for the upcoming fiscal year.

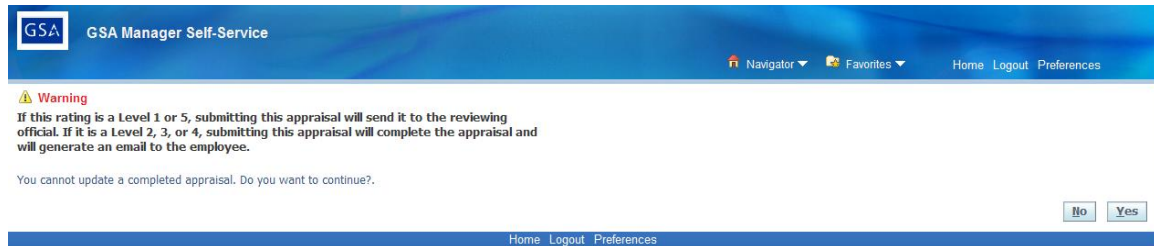
Reviewing Officials

To remove a reviewing official from the list, click on the "Delete" icon. To add a reviewing official, click on "Add Reviewing Official" and then use the flashlight or enter a last name and hit your TAB key to search for the appropriate reviewing official.

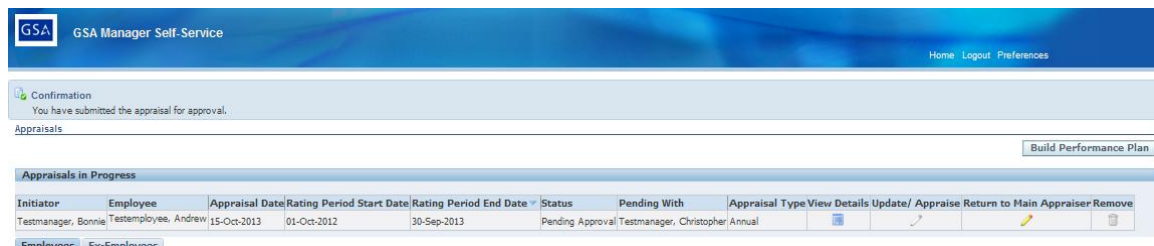
Line No	Reviewing Official	Category	Delete
1	Testmanager, Christopher	Approver	
2	Testmanager, Bonnie	Approver	

(+) Add Reviewing Official

The **Warning** screen appears, notifying you that a level 1 or 5 will be submitted to a 2nd level approver, and a level 2, 3, or 4 will generate an email to the employee. If you are ready to submit the appraisal, select **Yes**.



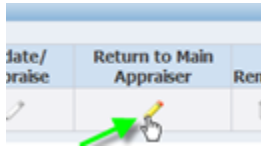
A **Confirmation** message appears, confirming that you have submitted the appraisal for approval.



Note the column headings of **Status**, **Pending With**, and **Return to Main Appraiser** from this screen. After submitting an appraisal for 2nd level approval, you'll see that the **Status** is Pending Approval, **Pending With** will show the name of the 2nd level approver, and if for any reason you need to return the appraisal back to yourself as the main appraiser, you can do this by selecting the **Return to Main Appraiser** icon. This is useful in scenarios in which the appraisal was routed to an incorrect 2nd level approver, or the 2nd level approver is unavailable to approve and a new 2nd level approver has been designated.



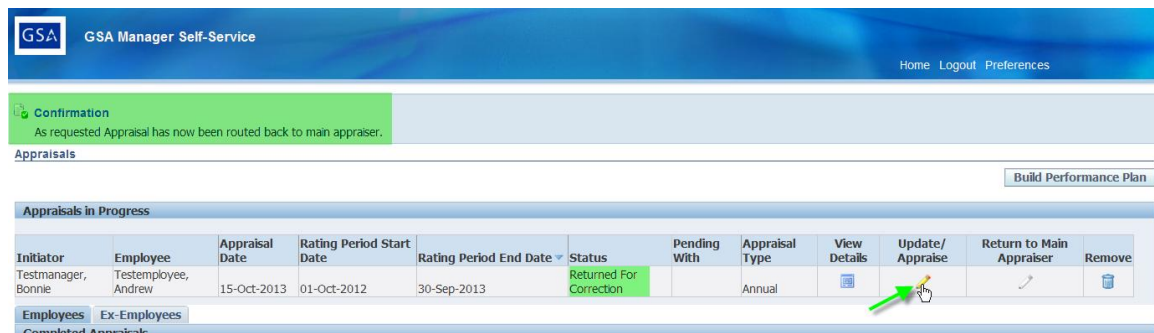
If you must return the appraisal to the main appraiser, select the Return to Main Appraiser icon.



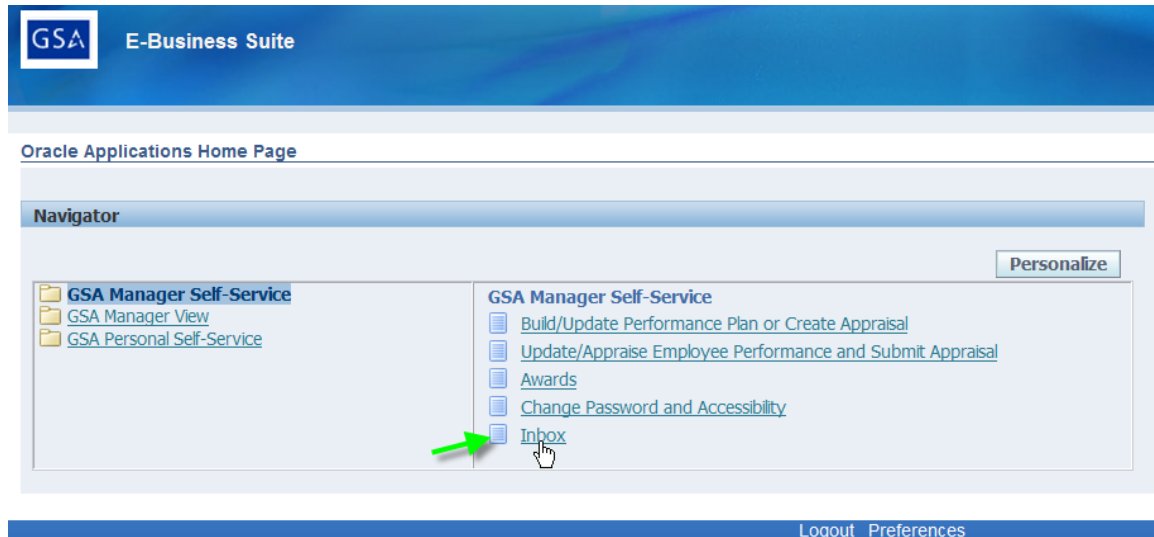
After selecting the icon, a **Warning** message will appear, asking you if you're sure that you want to return the appraisal back to the main appraiser. If you're sure, select the **Yes** button.





A **Confirmation** message appears, confirming that the appraisal has been routed back to the main appraiser. The main appraiser will then see that the status of the appraisal is **Returned for Correction**, and the main appraiser can update the appraisal by selecting the **Update/Appraise** icon.




Once the appraisal has been submitted for approval, the 2nd level approver will receive an email message notifying them that an appraisal requires their action. Once logged into CHRIS, the 2nd level approver can find this notification by selecting **Manager Self-Service → Inbox**. The notification can then be opened and the 2nd level approver can take the appropriate action. If approved by the 2nd level approver, the main appraiser will receive an email notification and can submit the appraisal from **Manager Self-Service → Inbox**. This will complete the approval process. Once the appraisal is completed, it will show under the heading “Completed Appraisals” as shown on the next page of this user guide.



Viewing Completed Appraisals

Once completed, the appraisal will show under the **Completed Appraisals** section. If you attached any files to the appraisal, they will be stored under the Attachment column and can be viewed by selecting the **View Attachments** icon . If you must add attachments to the completed appraisal, you can attach files by selecting the **Add Attachment** icon . Attachments will also be accessible to the appraised employee from **Personal Self-Service → Performance**.

 **GSA Manager Self-Service**

Home Logout Preferences

Appraisals

Build Performance Plan

Appraisals in Progress

Initiator Employee Appraisal Date Rating Period Start Date Rating Period End Date Status Pending With Appraisal Type View Details Update/ Appraise Return to Main Appraiser Remove

No results found.

Employees Ex-Employees

Completed Appraisals

Filter the list of completed appraisals using any combination of Appraisee, Appraisal Date, and Appraisal Purpose.

Employee Name

Last Name, Title, First Name

Appraisal Date









(example: 25-Aug-2013)

Rating Period Start Date

Rating Period End Date

Appraisal Type

Go Clear

Employee	Rating Period Start Date	Rating Period End Date	Appraisal Date	Appraisal Type	View Details	Attachment
Testemployee, Andrew	01-Oct-2012	30-Sep-2013	18-May-2013	Mid-Year		
Testemployee, Andrew	01-Oct-2012	30-Sep-2013	15-Oct-2013	Annual		
Testemployee, Andrew	09-Jan-2012	30-Sep-2012	20-Oct-2012	Annual		
Testemployee, Andrew	09-Jan-2012	30-Sep-2012	15-May-2012	Mid-Year		

Build Performance Plan